


# LICENSE PLATE READERS

<b>POLICY &amp; PROCEDURE NO.</b> <div style="border: 1px solid black; padding: 10px; text-align: center;">41.3.9</div>	<b>ISSUE DATE:</b>
<b>Approved:</b> 	<b>EFFECTIVE DATE:</b>
<b>Chief of Police</b>  <b>Date: November 8, 2012</b>	<b>REVISION DATE:</b>

## I. PURPOSE

To outline the appropriate applications and restrictions regarding the use of license plate recognition equipment within the department.

## II. POLICY

It shall be the policy of the department to only use license plate recognition equipment as directed by departmental policy and state and federal. Equipment will only be utilized by personnel trained in its use and in applications acceptable by the Department.

## III. DEFINITIONS

Automated License Plate recognition Vehicle (ALPR) – the ALPR system enables officers driving the ALPR equipped vehicle to scan, record license plates against a number of databases. These databases include, but are not limited to the following:

- NCIC Stolen Vehicle List (published daily by the Massachusetts Department of Public Safety.)
- City of Haverhill Active Warrants List
- Registered Sex Offender Vehicle List
- Manually entered local data

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**IV. PROCEDURES****A. General Statements**

1. When assigned to a vehicle equipped with a license plate recognition equipment, officers will ensure that the equipment is turned on during tour of duty.
2. Officers must receive specialized training before they can be assigned to an ALPR equipped patrol vehicle. Training is provided by the Department.
3. ALPR equipped vehicle(s) will be assigned to the Patrol Division, but will be accessible for use by other divisions.

**B. Equipment**

1. Vendor is totally responsible for the installation and removal of their equipment.

**2. ALPR Component Maintenance**

- a. All equipment malfunctions will be immediately reported to the Training Lieutenant who will perform or authorize the appropriate diagnostics
- b. The Training Lieutenant will contact the vendor concerning problems that cannot be corrected within the Department.
- c. Field Procedures

**1. Uploading Data into ALPR system**

- a. Officers must upload data from NCIC daily before using the vehicle.
- b. If local data is entered into the system, it must be removed immediately when the data is no longer current. The officer requesting entry of this will be responsible for assuring that the information is promptly removed.

**2. Stolen Hit**

- a. When a "stolen vehicle" hit is obtained by ALPR, the officer will contact Dispatch to manually verify the hit prior to enforcement action.
- b. Upon receiving a "stolen vehicle" hit from Dispatch, officers should broadcast that they are following a stolen vehicle, and should continue to follow the vehicle until additional units arrive, then initiate a felony traffic stop.

NOTE: It is very important that the officer verify that the vehicle shows to be stolen. This will help ensure that the vehicle was not recovered from theft, but not removed from NCIC.

### 3. Initial Notifications

#### a. Dispatch Personnel will:

- (1) Dispatch additional units to assist if a felony traffic stop will be initiated
- (2) Notify a patrol supervisor to respond to the area of the stop if a felony traffic stop is initiated
- (3) Verify stolen with the originating agency
- (4) Notify other jurisdictions if the following units leave the City of Haverhill and enter their jurisdiction.

#### b. Patrol Personnel will:

Keep Communications apprised of their location and the need for additional field units.

### 4. Vehicle Recovery

#### a. Dispatch Personnel will:

- (1) Notify NCIC of the recovery as soon as it is confirmed by officers
- (2) Ensure other responding units are aware of the recovery

#### b. Patrol Personnel

Must consider felony ALPR related arrest as a felony high risk arrest and adhere to all departmental directives and procedures to help ensure officer safety.

#### c. Pursuit Situations

If a pursuit occurs, officers will follow current departmental directives regarding local and inter-jurisdictional pursuits.

#### d. Administrative and Supervisory Responsibilities

##### 1. Field Supervisory Personnel

- a. Ensure that ALPR vehicle are deployed on unless down for service.

- b. Ensure recovered vehicles are not released to the vehicle owner until the NCIC entry has been cleared.
- c. If a pursuit does occur, the responding supervisor will also serve as the controlling supervisor for the pursuit.
- d. Calibration
  - 1. Prior to using the ALPR: The system will be checked for accuracy by utilizing the Fixed License Plate located in the rear of the police station. In the event the ALPR fails to identify the plate the problem will be noted and sent to the Training Lieutenant. The ALPR will not be used unless it passes the calibration test daily.